Position Title:

Director of Program Management

Reports To:

Chief Information Officer

Location:

Tennessee Department of Education
710 James Robertson Parkway, 12th floor
Nashville, TN 37243

Position Description:

Within the Information Systems Division for the TN Dept of Education, there are several large programs and projects that must be delivered in order to meet the Strategic Goals set forth by the Commissioner and Governor. As such, the role of project management is a critical need in the strategic and tactical success of the division.

The role of the Director will be to:

1. Manage and direct large projects and programs within the TN Dept of Education Information Systems Division.
2. Manage a staff of project managers and business analysts that will be responsible for project delivery.

Success will be measured by:

1. All projects within the portfolio are delivered on-time, on-budget, with a high-level of stakeholder satisfaction.
2. Clear establishment of and demonstrated adherence to Project Management and Agile principles across projects by the Project Management.

The Director of Program Management is responsible for ensuring that all projects that have an IT component are properly scoped, evaluated for resource needs, work plans/project schedules correctly constructed, and are driven to completion.

Specific Position Responsibilities:

- Design and implement processes for requirements gathering, resource management, dependency management, and stakeholder reporting within an Agile project framework, adapted for the needs of the TDOE.
- Working with the development teams, develop an Agile framework/process by which all TDOE teams will operate; establishing artifacts, ceremonies, and metrics all development and project teams will adopt.
- Establishing, staffing and managing a Business Analyst (BA) discipline that will ensure program area requirements/user stories are well defined and effectively communicated.
- Intake of new Information Systems related projects
- Prioritization of Information Systems projects, maintaining the overall "roadmap" of delivery for IT as it relates to all program areas.
- Develop estimates for and assist with the procurement of resource needs to complete projects on-time and on-budget.
- Promote proper change control processes to ensure audit compliance and accountability.
- Direct management of the delivery of projects and programs needed to support the Agency.
- Ensure accurate reporting on project status' for projects that are outsourced to vendor companies.

Qualifications:

The key characteristics we are seeking in this person include:

- 7-10 years Project Management experience in both Agile and waterfall projects
- 3-5 years experience leading Agile teams as a Scrum Master or Product Owner
- Demonstrated experience leading multiple, simultaneous successful IT projects and multi-year program delivery
- Strong customer service mindset
- Good communication skills with the ability to simplify the complex
- Experience with contractor and FTE resources in a matrixed environment
- Experience managing project portfolio financials
- Understanding of cloud technologies
- Recent experience with Microsoft technologies, including; Azure and .NET desired, but not required.
- Experience with State Government processes beneficial but not essential

Salary and Benefits:
Salary is competitive and commensurate with qualifications. In addition, a comprehensive benefits package is included.

To Apply:
Please e-mail a cover letter, resume, and contact information for three professional references to Education.Jobs@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.